

APPLICATION PACKAGE CHECKLIST

___ Optional Form 612 (Optional Application for Federal Employment), Resume, Curriculum Vitae, or other document outlining your qualifications (Go to <http://www.opm.gov/forms/html/of.asp> and scroll down to obtain the OF-612).

The following information is required of all applicants:

___ Announcement number, title, and grade(s) of the position

___ Full name, mailing address (including zip code) and day and evening phone numbers (with area code)

___ Statement that you are a U.S. citizen (if not using the OF-612)

___ Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) (only if claiming veteran's preference) (Visit the following web site for additional information:
<http://www.opm.gov/employ/veterans/html/vetguide.asp>

___ SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form (if claiming 10-point veteran's preference) (Go to the web site at <http://www.opm.gov/forms/html/sf.asp> to obtain form.)

___ Paid and non-paid work experience related to the position. For each period of work experience include:

___ Job title

___ Series/grade (if Federal employment)

___ Duties and accomplishments

___ Employer's name and address

___ Supervisor's name and contact information

___ Starting and ending dates of employment (at least month/year)

___ Number of hours worked per week

___ Salary

___ Indicate if we may contact current supervisor/employer

___ Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.)

___ Certificates/licenses (current)

___ Honors, awards, and special accomplishments

___ Supplemental questionnaire if applicable
(usually for Federal Wage System positions - WG, WL, WS)

___ Copy of college transcripts (if qualifying all or in part on the basis of education for this position) (If you have non-conventional education, e.g., foreign study, continuing education units, life experience, etc., go to the web site at <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> and look under the heading "Other Education" for information governing acceptability of this type of education.)

___ Copy of SF-50 (Notification of Personnel Action) to verify possession of competitive civil service status (if you are a current or previous federal employee)

___ Copy of most recent performance appraisal (if you are a current federal employee)

___ Second copy of application package IF you are a candidate with competitive status. (NOTE: All status candidates who wish to be considered under both alternative merit promotion and non-status competitive examining must submit two (2) complete applications when the position is open to both status and non-status candidates. When only one (1) application is received, it will be considered under the alternative merit promotion procedures if the applicant is a current or former Federal employee with reinstatement eligibility.)

___ Support documentation for eligibility for special hiring authorities, such as disability, Peace Corps service, etc. (If you have questions about whether you are eligible for a particular hiring authority, please call the servicing HR specialist or visit the web site at http://www.opm.gov/Strategic_Management_of_Human_Capital/fhfrc/default.asp)

___ Support documentation if you are a USDA surplus or federal displaced employee (See pertinent section under "Other Important Information" below.)

___ Self-certification of typing speed (if required as a basic qualification for the position)

If this is your first time applying for a federal job, or if you wish to view more detailed information about various aspects of applying for federal jobs, go to <http://www.usajobs.gov/infocenter/>.